

**RAVENNA TOWNSHIP BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING OF AUGUST 11, 2014**

The Ravenna Township Board of Trustees met at the Ravenna Township Trustee's Meeting Room, 6115 Spring Street, Ravenna, Ohio, on August 11, 2014 for a Special Meeting to review the insurance policy and any other business to come before the Board. Trustee Chairman Vince Coia called the meeting to order at 6:03 P.M. Roll call showed the following present: Trustees Vince Coia and Hank T. Gibson; Fiscal Officer Gail Pittman. In attendance in the audience was Jim Zuccaro of Summit Insurance. Pat Artz joined at 6:25 P.M.

OLD BUSINESS
TRUSTEES:

The purpose of this meeting is to discuss the Insurance Policy with OTARMA that was presented to the Board by Summit Insurance. Premium estimates were provided utilizing \$250, \$500, and \$1,000 deductible amounts. Many changes have taken place on the policy throughout the past year. OTARMA had determined that the building at 6115 S Spring Street was underinsured and made adjustments. Vehicles were added and removed from the policy. The antenna's that we no longer own were removed. It was noted that the Flagpole in Downtown Ravenna is listed as part of the building and, therefore covered under a the blanket policy. It was brought to the attention of the Board that with the current deductibles the premium would be \$20,631.00. If the deductibles were raised to \$1000.00 it would equal a savings of \$369.00 and raising to \$2500.00 would equal a savings of \$701.00. The trustees decided that the deductible of \$1,000.00 was the most cost-effective. A mid-year change in vehicles would have no change in premium. The rates presented were not based on claims, however if there are too many claims then a meeting with a Loss Prevention Representative will need to take place. For the meeting on August 19, 2014, Jim will be present to discuss insurance policy specifics with the Board.

RES #14-346 Motion by Vince Coia, seconded by Hank T. Gibson to accept insurance policy as presented by OTARMA with a \$1,000.00 deductible. Roll Call; Vince, yes; Hank, yes. Motion passed.

A policy drafted by Attorney Chad Murdock setting maximum work hours for part-time employees was presented:

RES #14-347 Hank T. Gibson moved the adoption of the following resolution:

Policy on Maximum Work Hours per Year for Part-Time Employees

By Resolution #14-347 the Board of Trustees for Ravenna Township adopts the following policy, effective immediately.

Per R.C. 505.60, no employee, including firefighter, designated by the Township as "part-time" is expected to work and shall not actually work more than 1500 hours in any year or more than 28.5 hours in any work week (based on a 40-hour work week) or 57.5 hours in any 14-day work period (based on a 14-consecutive-day platoon system) for consecutive pay periods totaling one year without the written approval of the department head.

The board recognizes that part-time firefighters are expected, by contract, to work a minimum of 24 hours and that if they work 96 hours or more in any two consecutive pay periods, they will be paid a bonus of

\$0.25 per hour for each hour worked over the 96-hour threshold within those pay periods; however, these provisions do not address the maximum hours to be worked to maintain “part-time” status and do not affect this policy.

Further, this policy is not affected by whether such employees are eligible for the Public Employee Retirement System (R.C. Chapter 145) or the Police and Fire Pension Fund (R.C. Chapter 742) (or deemed volunteers under R.C. Chapter 146); or any provision in the current Township health insurance contract. And any definition of “part-time” or “full-time” employee under those chapters or provisions does not affect this policy.

To the extent this policy conflicts with the current Personnel Policy Manual, this policy shall govern. See Sections 1.6 and 2.5.

Vince Coia seconded the motion and the roll call on the question of its adoption. The vote was as follows:

Hank T. Gibson - YES; Vince Coia – YES; Pat Artz - not present
Adopted: August 11, 2014

FISCAL OFFICER:

Fiscal officer Gail Pittman requested an amend Purchase order authorized on August 5, 2014 to equal the amount of \$20,262.00. This amount is to be split between the General, Fire and Road Funds, which will be determined at a later time. Motion by Vince Coia, seconded by Hank T Gibson. Roll Call; Vince, yes; Hank, yes; Pat, yes. Motion passed.

NEW BUSINESS:

TRUSTEES:

No new business at this time

FISCAL OFFICER:

No new business at this time

ADJOURNMENT

A motion by Vince Coia seconded by Hank T. Gibson to adjourn the meeting at 6:55 p.m.
R/C: Mr. Coia, yes; Mrs. Artz, yes; and Mr. Gibson, yes. Motion Passed.

ATTEST:

CHAIRMAN

TRUSTEE

FISCAL OFFICER

TRUSTEE